



Office of the Indiana Secretary of State

200 W. Washington St. Indianapolis, IN 46204

2013

Spring Communication Internship

The Indiana Secretary of State's office is looking for a spring communications intern. This communications internship is a great opportunity to strengthen your writing skills and build a strong portfolio. Candidates will have the opportunity to gain experience writing press releases and speeches in addition to working directly with members of the media.

Candidates may also have the opportunity to travel around the state with the Secretary and to attend executive meetings. Candidates must be able to work in a fast paced environment while keeping a professional attitude and work ethic.

Requirements

- Candidate should possess strong writing skills
- Candidate should possess strong time and project management skills
- Candidate should be able to perform well under pressure
- Candidate must be knowledgeable in marketing, public relations and/or digital media

Materials for submission:

- Resume
- Three school or professional references
- Three recent writing samples

Please send all materials to:

Valerie Kroeger, Communications Director
200 W. Washington St. Room 201, Indianapolis, IN 46204
Or by e-mail to vkroeger@sos.in.gov

All materials must be received by December 15, 2012